

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
<b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<b>TIER III</b> <b>(&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet <b>(No Resumes)</b>	7 pages	19 pages	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING \*\*

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

**Prequalified Services** – See page \_\_\_\_ of the attached Scope of Services for required Prequalification Classifications.

**Non-Prequalified Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

**Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

**Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100G** – Certification of Availability of Key Personnel

**(These forms are not included in the proposal maximum page count.)**

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
CONSTRUCTION SERVICES  
“As-needed” Construction Staking**

**CONTROL SECTION(S):** See Attachment A

**JOB NUMBER(S):** See Attachment A

**WORK DESCRIPTION(S):** See Attachment A

**LOCATION(S):** Bay Region also See Attachment A

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Right-of-Way Surveys  
Road Design Surveys  
Structure Surveys  
Construction Staking

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

None

**SCHEDULED SERVICE DATES:**

Anticipated start date of service: March 1, 2007.

Anticipated completion date of service: April 1, 2008.

**DBE REQUIREMENT:** 8%

**MDOT PROJECT MANAGER:**

Louis J. Taylor, P.E.  
Bay City Transportation Service Center (TSC)  
2590 East Wilder Road  
Bay City, MI 48706  
Phone (989) 671-1555  
Fax (989) 671-1530  
Email: [taylorl7@michigan.gov](mailto:taylorl7@michigan.gov)

**GENERAL WORK DESCRIPTION:**

Provide staking services as needed for road construction and bridge rehabilitation work which will include performing staking services during construction and office work to close project out (“finaling”) after construction for the staking work performed. The surveyors shall work under the direction of the Project Engineer Manager. Staking will

be performed on various projects and may be needed full time or at various given times (overtime may be necessary.)

This solicitation may result in selection of surveying and staking services of up to two firms.

If at anytime MDOT can perform the surveying operations the contract will be void and MDOT will resume all staking duties with no compensation given to the consultant.

At anytime throughout the consultant contract MDOT may supply a person to be utilized on the staking crew. The person will still work for MDOT and be paid by MDOT for all hours worked.

See **Attachment A** for the list of 2007 construction projects in the Bay City TSC area that will require “as-needed” surveying and staking. The information on **Attachment A** was compiled with the most current data at the time of solicitation and is subject to change.

### **CONSULTANT RESPONSIBILITIES:**

This Scope of Services consists of performing to the satisfaction of the Department all construction staking operations that are to be performed by “the Engineer” as indicated in Section 104.08 of the 2003 Standard Specifications for Construction, all Special Provisions, and applicable errata. On projects that contain a bridge portion and the Contractor Staking provisions have been removed, the consultant will be responsible for setting all grades, elevations, etc necessary for construction of the bridge as determined by the Project Engineer Manager.

Right of Way staking, establishing horizontal and vertical control points and establishment of bench marks shall be performed by the Consultant prior to the contractor starting work. Consultant services will begin upon approval for consultant services from MDOT. No work is to start on this contract until approval is received.

The Consultant’s principal contact with the Department shall be through the designated Project Engineer Manager.

The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the consultant upon which to proceed with further Services.

Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.

The Consultant shall also furnish all materials, equipment, supplies and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test them prior to use in carrying out this work.

The Consultant is responsible for verifying all plan grades, sewer invert and outlet grades, top of casting grades and all other necessary grades for construction of project prior to staking.

The surveyors will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

The surveyors shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

The surveyors shall have all equipment necessary to provide detailed drawings, profiles etc when requested by the Engineer.

The Consultant shall provide MDOT with two cellular or Nextel phones for use throughout the life of the contract. All charges for these phones will be paid by the Consultant.

The surveyors shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.

The surveyors shall attend all project related meetings, when directed by the Project Engineer Manager.

The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.

The Project Engineer Manager shall be immediately notified of any staking requests which may be received by the Consultant directly from the Construction Contractor.

The Consultant shall return to the Project Engineer Manager at the completion of this Agreement any and all project specific materials and documents furnished to the consultant by the Project Engineer Manager.

The Consultant shall provide original and final plotted cross sections and final volume calculations of a format meeting the prior approval of the Project Engineer Manager for all earthwork, undercuts, muck excavation, swamp backfill, and topsoil stripping and will determine final quantities for these items by plan sheet breakdown. Intermediate plotted cross sections will be provided by the Consultant to verify interim earthwork quantities when requested by the Department. The Consultant shall also provide to the Project Engineer Manager a final “as constructed” full sized set of paper plans documenting all changes of vertical and horizontal alignment, all drainage and subsurface changes, and other miscellaneous changes.

Staking documentation and field notes shall be legally bound, signed, checked, dated and provided by the Consultant in a neat and orderly manner as approved by the Project Engineer Manager prior to the start of the related work. The field notes and grade computation documents shall become the property of the Department upon completion of the work. The field notes and computation documents may be inspected by the Department at any time. Failure to provide the field notes and grade computation documents upon completion of the work could result in non payment for consultant services.

The Consultant shall supply all stakes, survey equipment, personnel and other devices necessary for checking, marking, preserving and maintaining all points, lines and grades. Stakes will be set and marked in a manner that will permit checking of the work.

The Consultant shall be responsible for any errors that occur on the project due to a staking error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to a staking error on the project. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the consultant for reimbursement.

#### **MDOT RESPONSIBILITIES:**

The Project Engineer Manager shall determine if a staking error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

The Project Engineer Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Consultant to perform the services required herein.

The Project Engineer Manager shall furnish office space for the use of the surveyors to perform the services required herein.

## **PAYMENT SCHEDULE**

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

## **CONSULTANT PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

This scope is for "as-needed" services, as such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the vendor and must have prior approval by the MDOT Project Engineer Manager.



## ATTACHMENT A

1. 06041-84131A  
Scope of Work: 1.48 miles of guardrail upgrades, bridge railing and thrie beam retrofit on the US-23 connector from I-75 east to M-13, Arenac County.
2. 06072-86504A  
Scope of Work: Standish Depot Welcome Center building renovation, parking lot construction, boardwalk, landscaping and restroom building construction on US-23 and M-61, northwest quadrant, in the city of Standish, Arenac County.
3. 06111-81269A  
Scope of Work: Alger rest area reconstruction, parking lot construction and landscaping, Arenac County.
4. 09033-87431A  
Scope of Work: 4.35 mi of hot mix asphalt ultra-thin overlay and hot mix asphalt cold milling and resurfacing on M-13 from Mara Drive northerly to Linwood Road, Bay County.
5. 09035-87430A  
Scope of Work: 9.95 miles of concrete joint repairs, surface repairs, pavement markings and diamond grinding on I-75 from south of Linwood Road northerly to north of Pinconning Road, Bay County.
6. 09035-88421A  
Scope of Work: Heat straightening, beam repairs and partial painting of I-75 over Beaver Road, Bay County.
7. 09042-80364A  
Scope of Work: 0.38 miles of streetscaping including decorative concrete sidewalks, benches, trash receptacles and landscaping on M-25 from Scheurman Avenue easterly to east of Powell Road, Bay County.
8. 09051-86009A  
Scope of Work: 1.71 miles of hot mix asphalt cold milling and paving, concrete pavement repairs, drainage structure repairs, intermittent curb and gutter repair, and a radius improvement on M-84/M-13 from the east side of the Lafayette Street lift bridge northerly to westbound M-25 in the city of Bay City, Bay County.
9. 73033-86502A  
Scope of Work: 0.9 miles of streetscaping, including decorative pavers, trees, landscaping, bicycle path and decorative street lighting, on M-84 from Schust Road north to Trautner Drive in Saginaw and Kochville Townships, Saginaw County.

10. 73051-72911A  
Scope of Work: 102.49 acres of wetland mitigation site including earth berm, controlled outfall, seeding and plantings on Curtis Road south side at the Bishop Road intersection at the Little Prairie Hunt Club, Saginaw County.
11. 73051-80308A (85117A)  
Scope of Work: Removing islands and bypass lanes, adding center left turn lanes and right turn lanes, cold milling, hot mix asphalt resurfacing and signal improvements, in the city of Saginaw, Saginaw County.
12. 73111-87838A  
Scope of Work: Heat straightening, beam repairs and partial painting of I-75 over CSX Railroad, Saginaw County.
13. 73131-80125A  
Scope of Work: Bridge replacement and approach work at M-83 over Dead Creek, Saginaw County.
14. 73171-75246A (84897A, 84983A, 86083A, 87227A)  
Scope of Work: 6.67 miles of concrete reconstruction, widening and median enclosure, drainage and safety improvements on I-75 from Birch Run Creek northerly to Dixie Highway, and superstructure replacement on I-75 over Dixie Highway, bridge widening on I-75 over the Cass River, and bridge rehabilitation on I-75 under Maple Road, Curtis Road, Riverview Drive and Townline Road, Saginaw County.
15. 73999-87334A  
Scope of Work: 9.54 miles of hot mix asphalt paving on existing railroad bed, timber bridge deck rehabilitation, railing placement and parking lot construction, Buena Vista and Blumfield Townships, Saginaw County.
16. 84914-78755A  
Scope of Work: 73.83 miles of freeway signing upgrades on I-75 and US-23 from the south Saginaw County line northerly to the north Arenac County line, Saginaw, Bay and Arenac Counties.